

Napa LAFCO Work Program

Planning and Regulatory Activities

Activity	Priority	Target Start	Target End	Lead
City of Calistoga MSR/SOI	1	December 2015	August 2016	Consultant (SWALE)
City of St. Helena MSR/SOI	1	December 2015	August 2016	Consultant (SWALE)
Town of Yountville MSR/SOI	1	December 2015	August 2016	Consultant (SWALE)
Change of Organization/Reorganization Proposals	1	Ongoing	Ongoing	Executive Officer
Outside Service Agreement Requests	1	Ongoing	Ongoing	Executive Officer and Commission Chair
Congress Valley Water District SOI	2	June 2016	December 2016	Executive Officer
Circle Oaks County Water District MSR/SOI	3	December 2015	August 2016	Consultant (SWALE)
Los Carneros Water District MSR/SOI	3	December 2015	August 2016	Consultant (SWALE)
Napa County Resource Conservation District MSR/SOI	3	October 2015	April 2016	Executive Officer
Napa County Flood Control & Water Conservation District MSR/SOI (Checklist)	3	December 2015	June 2016	Executive Officer
Napa River Reclamation District #2109 MSR/SOI (Checklist)	3	February 2016	August 2016	Executive Officer
Monticello Public Cemetery District MSR/SOI (Checklist)	3	June 2016	August 2016	Executive Officer
Pope Valley Cemetery District MSR/SOI (Checklist)	3	June 2016	August 2016	Executive Officer

Administrative Activities

Activity	Priority	Target Start	Target End	Lead
Public Records Requests	1	Ongoing	Ongoing	Secretary
Annual Budget Process	1	December	June	Budget Committee
Annual Audit	1	August	December	Secretary and County Auditor-Controller
Memorandum of Understanding with County of Napa	2	March 2015	April 2016	Executive Officer and Commissioners
Completion Proceedings for Approved Annexations	2	Ongoing	Ongoing	Executive Officer and Secretary
Expiring Commissioner Terms	2	December	May	Executive Officer
Chair and Vice Chair Designation	2	April	May	Executive Officer
Website Maintenance	2	Ongoing	Ongoing	Secretary
Electronic Document Management System Back-Filing	3	July 2015	September 2016	Secretary and Consultant (ECS)
Geographic Information System Mapping Updates	3	Ongoing	Ongoing	Executive Officer
Policy Revisions	3	Ongoing	Ongoing	Executive Officer and Commissioners
CALAFCO Annual Staff Workshop	3	As Scheduled	As Scheduled	Executive Officer and Secretary
CALAFCO Annual Conference	3	As Scheduled	As Scheduled	Executive Officer and Commissioners
Bay Area LAFCO EO Meetings	3	As Scheduled	As Scheduled	Executive Officer
Bay Area LAFCO Clerks Meetings	3	As Scheduled	As Scheduled	Secretary
State Legislative Issues	3	Ongoing	Ongoing	Executive Officer
Public Comments on Local Agency Projects	3	Ongoing	Ongoing	Executive Officer

Work Program Adopted on August 3, 2015; Last Updated on March 10, 2016 (Version 3)